



MEMORANDUM

TO: Indiana School Administrators, School Counselors, CTE Educators

FROM: Amanda Culhan, Indiana School Counselor Consultant
Matt Fleck, Director, Division of College and Career Preparation

DATE: April 22, 2011

SUBJECT: Indiana Career Explorer Update

Last month, The Indiana Department of Education (IDOE) announced the availability of the new *Indiana Career Explorer* website which features *Kuder® Navigator* a free college and career planning and preparation online tool for Indiana middle school and high school students and their parents, *Kuder® Journey* for postsecondary students and adults, and the *Kuder® Administrative Database Management System (ADMS)* for educators and workforce staff.

In order to get started using the system, each Indiana school **corporation** and **school** will need to select **one individual** to serve as their “master administrator.” Once identified, that individual will need to complete a Site Information Form to initiate the implementation process and access the *Indiana Career Explorer*. The form may be accessed from this link: www.indianacareerexplorer.org/educators.htm. Once completed, the master administrator will receive an implementation e-mail from Kuder, Inc. with instructions, including an access code and password, for creating their *Administrative Database Management System* account and getting students started using the system. After the master administrator establishes an account, he/she can provide access to additional administrators, counselors, and teachers at their office or school.

Finally, IDOE is in the process of setting up regional, on-site training sessions on the *Indiana Career Explorer* for educators throughout Indiana. It is anticipated that these will take place in early May with more opportunities being considered for the late summer/fall as well. Training details will be posted soon to: www.doe.in.gov/sservices/counseling/current_events.html.

In the meantime, if you have questions, wish to inquire about free online training, or want more information on the *Indiana Career Explorer*, please contact Kuder Customer Support toll-free at 877-999-6227 or support@kuder.com, Monday through Friday, 7:00 a.m. – 5:00 p.m. Central time.